Community School Director (CSD) Role Description

Collaborative Leadership and Practice 	• Work with school leadership to maintain a focus on results and track progress. • Provide leadership for coordinating work of different partners within the school, and aligning work of partners with school faculty. • Organize Community School Team (CST) Meetings. • Convene and facilitate Collaborative Planning meetings aligned to the Office of Community Schools' (OCS) collaborative planning cycle. • Support the development and successful implementation of the school's Comprehensive Education Plan (CEP), including the Community School section. • Develop strong relationships with stakeholders and ensure all stakeholders understand what a community school is and how it supports student achievement
Expanded Learning Time (ELT) 	• Work with SLT, teachers and partner agencies to integrate expanded learning and enrichment activities before, during or after the school day. • Build relationships and mechanisms to effectively link the school day to expanded learning activities. • Assist the school in identifying outside providers for ELT as necessary.
Family and Community Engagement 	• Work with Principal, SLT, Parent Coordinator, and Family Outreach Specialist, to implement a transformative model of family engagement that creates strong school-to-home partnerships and cultivates families as leaders in the school. • Support special events, such as Community School Forums, that promote family and community engagement and leadership.
Wellness & Integrated supports 	• Serve as a point person for coordinating vision screenings, mental health services and physical health services. • Identify local community resources and broker new partnerships that are aligned with school goals and needs. • Develop memoranda of understanding and subcontract agreements with subcontractors as necessary.
Attendance Improvement/ Every Student, Every Day 	• Serve as a key member on the school's attendance team, including using data tools such as New Visions Data Portal and DOE Insight for tracking and coordinating student interventions. Assist with data collection and research, and facilitate and manage data-driven decisions. • Organize and oversee assets and needs assessments and seek input from teachers, school staff, parents and students to determine ongoing needs of students and families. Identify high need students, coordinate with teachers to target interventions, and track and monitor impact of interventions.